

CALIFORNIA DEPARTMENT OF AGING

ALZHEIMER'S DISEASE DEMONSTRATION
GRANT TO STATES

REQUEST FOR PROPOSAL
#AL04-01

SEPTEMBER 17, 2004

**California Department of Aging
Request For Proposal #AL04-01**

Alzheimer's Disease Demonstration Grant to States

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I. INTRODUCTION

A. Authority

Funding for this grant is made available pursuant to the statutory authority for grant awards for the Alzheimer's Disease Demonstration Grants to States program as is contained in Section 398 of the Public Health Services Act (42 U.S.C. 398 et seq.), amended by Public Laws 101-157 and 105-379, the Health Professions Education Partnerships Act of 1998.

B. Purpose

The California Department of Aging (CDA), in coordination with the California Department of Health Services (CDHS), is seeking one grantee/contractor to implement the federal Alzheimer's Disease Demonstration Grant to States (ADDGS) in Northern and Southern California during the period November 15, 2004 to September 30, 2007. The grant is intended to enhance the capacity of local health and social services providers to serve Vietnamese, Korean, and Chinese older adults with Alzheimer's disease (AD) or other related dementias, their families and caregivers.¹

CDA is specifically seeking Proposers that are community based public and private nonprofit organizations that either directly or in partnerships with other community based organizations:

- serve targeted Asian American populations with limited-English speaking ability; and
- serve populations currently underserved by public and private programs due to income, cultural or language barriers.

C. Anticipated Budget

The total amount awarded to California for the purpose of the ADDGS grant is \$928,050 over three years.

D. Cost Sharing/ Match Requirement

Section 398 of the Public Health Service Act (42 U.S.C. 398 et. seq.) as amended, requires that grantees provide a match for each of the three years of this grant period. The match requirement is as follows:

¹ Hereafter in this application Alzheimer's disease and related dementias will simply be referred to as AD, but understood to include other related dementias as well.

- 25 percent match (cash or in-kind) during the first year
- 35 percent during the second year
- 45 percent during the third and subsequent years

In their application, Proposers must demonstrate their ability to comply with the federal match requirement. Waivers to these match requirements will not be allowed.

E. Grant Goals

California will use ADDGS grant funds to carry out demonstration projects for planning, establishing and operating programs that:

- Coordinate strategies and activities with public and private organizations that provide diagnostic, treatment, care services to individuals with AD, their families and service providers;
- Provide home health care, personal care, day care, companion services, short-term care in health facilities, and other respite care to individuals with AD who are living in single family homes or congregate settings. (At least fifty percent of the total grant shall be allocated by the Proposer to provide these direct services.)
- Improve access to home-based or community-based long-term care services, for targeted Chinese, Korean and Vietnamese individuals, who have limited proficiency in speaking the English language or who live in rural area, and
- Provide specific information regarding assistance and resources to health care providers, individuals with AD and their families, organizations established for these individuals and their families, and the general public. This information shall identify and describe:
 - diagnostic services, treatment services, and related services available to these individuals;
 - sources of assistance in obtaining such services, including assistance under entitlement programs; and
 - the legal rights of such individuals and their families.

F. Grant/Contract Term

The awarded grant will commence on November 15, 2004 and run the balance of this State fiscal year (FY) (November 15, 2004 to June 30, 2005). It will also cover all of FY 2005/06 (July 1, 2005 to June 30, 2006) and all of FY 2006/07 (July 1, 2006 to June 30, 2007) and a portion of FY 2007/2008 (July 1, 2007 to September 30, 2007). If additional federal funds are made available for the purpose of extending or expanding upon this grant, the grant may be extended accordingly.

G. Background

In 1991, when the Alzheimer's Disease Demonstration Grants to States program (ADDGS) was initiated, the body of knowledge about AD, especially how to serve persons with AD, was not as substantial as it is today. Likewise, the home and community based long term care system was more fragmented and less well developed. Thus, the ADDGS projects primarily focused on service developments and outreach issues, rather than on system responsiveness and integration of dementia care services into the mainstream home and community based care system.

Throughout this past decade, there has been a significant increase in public awareness about AD and its impact on families. At the same time, home and community based (HCB) supports have grown in capacity, with states and local communities increasing their attention to, and funding of, in-home and other community based support options. The National Institute on Aging (NIA) has made substantial investments in developing and testing service models and techniques for supporting family members care of relatives with AD.

Ethnic and racial disparities have been apparent in the public awareness of AD and access to HCB services for persons with AD and their family caregivers. To address these disparities, over the past decade, through federal grants, the State of California has sought to develop, test and refine outreach and service models that would be effective in reaching Californians often underserved in HCB services targeted to persons and families dealing with AD.

In 1992, California was awarded a federal Health Resources and Services Administration (HRSA) demonstration grant to develop a model AD program specifically focused on improving outreach and service delivery to older adults with AD and their family caregivers in the Hispanic community. The California Department of Health

Services, collaborating with the CDA, Mental Health, and Social Services, as well as with a coalition of public, private, and voluntary agencies to develop and provide culturally and linguistically competent educational, medical, social, and supportive services for Hispanic/Latino dementia-affected persons, their families, and caregivers.

This project known as *El Portal: Latino Alzheimer's Project* tested two primary intervention strategies: **dementia care networks** and **care advocates**. As defined in this project, a **dementia care network** is a coalition established in a targeted community consisting of private and public health and social service providers as well as local community members. The network assesses community needs, identifies barriers to service use, and then develops and promotes services that are responsive to identified needs and cultural norms.

Care advocates, in this model, are defined as paraprofessionals recruited from the community who conduct outreach, navigate the bureaucracy, lead support groups, assist families in accessing services, conduct family education programs, and serve as an access resource in the community.

The *El Portal* was highly successful in increasing awareness about AD in the Latino/Hispanic community in Los Angeles and encouraging families to seek culturally appropriate day care, respite, educational, support groups, and care management services. This model has been recognized at the national level and replicated in several states.

Following *El Portal's* success, the "West Central Dementia Care Network" was developed in 1997 to address the needs of the underserved African American community in Los Angeles. Again using dementia care networks and care advocates, outreach and access to dementia services increased among African Americans elders, their family caregivers, and the professionals serving them.

In 2000, in the third phase of this effort, the State targeted federal grant funds to developing an Asian Pacific Islander (API) demonstration project targeting the Chinese, Japanese and Vietnamese communities in both Northern and Southern California communities. While the core strategies of using dementia care networks and care advocates have been successful in linking API families to culturally appropriate dementia services at an earlier stage of the disease, the cultural

stigma associated with support groups and AD in general has remained a barrier to the use of these types of supportive services.²

This Request for Proposal seeks to further test the merits of dementia care networks and care advocates in expanding outreach and services to the Vietnamese and Korean communities in Southern California and the greater San Francisco Bay Area. A successful proposal will build on the *El Portal* model, fine tuning culturally appropriate support services to encourage earlier access to dementia and caregiver support services in these communities.

II. GENERAL PROPOSAL INFORMATION

A. Who May Submit A Proposal

A Proposer must be a California public or private non-profit agency to be eligible to seek award of this grant. For Proposers claiming private non-profit status, either certification from the State of California, Office of Secretary of State or a letter from the Department of the Treasury, Internal Revenue Service classifying the administrative agency as a private non-profit agency must be included as an attachment with the proposal.

B. RFP Proposers' Conference/Written Questions

1. **A Proposers' conference will not be held.** CDA will accept and respond to Proposers' written questions to clarify the RFP requirements.
2. What to include in the inquiry:
 - Your name, name of your agency, mailing address, area code and telephone number, e-mail address, and fax number.
 - A clear description of the specific issue in question.
 - Reference to RFP section, page number or other information useful in identifying the specific problem or issue in question.

² CDHS, and subsequently the CDA, contracted with the Alzheimer's Association, Los Angeles Chapter for the purpose of implementing this demonstration project under the original HRSA grant and the subsequent Administration on Aging grant. The Alzheimer's Association in turn subcontracted with several community-based organizations in Northern and Southern California for many of the grant's activities and services.

3. Question Deadline:

All written questions must be received by September 24, 2004, 4:00 p.m. No questions will be answered after that time. CDA will respond in writing via fax on or by October 1, 2004 and will send copies of questions and responses to all parties who requested a copy of the RFP. CDA will not accept any verbal questions/inquiries.

Submit questions by mail to:

California Department of Aging
1600 K Street
Sacramento, California 95814
Attn: Lora Connolly, Chief Deputy Director
Attn: RFP# AL04-01

You may fax your questions to:

Lora Connolly, Chief Deputy Director
(916) 324-1903

Proposers submitting questions by fax are responsible for confirming the receipt of all faxed materials by the deadline. Call the CDA office at (916) 322-5290 to confirm receipt of your faxed transmission.

C. Disposition of Proposals

All documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code, Section 6250 et seq.). The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium that discloses any aspect of the Proposer's proposal, shall be held in the strictest confidence until the "Notice of Intent to Award" the grant is posted.

After the "Notice of intent to Award" the grant is posted, all documents submitted in response to this RFP will be open to inspection during regular business hours (i.e., Monday through Friday, 8:00 a.m. to 5:00 p.m.). Any copying of proposal documents shall be at the expense of the requester.

D. Key Action Dates

Proposers are advised of the following tentative schedule and are expected to adhere to the required dates and times. CDA reserves the right to modify this schedule at anytime, and will make reasonable efforts to notify affected parties of major changes.

<u>Event</u>	<u>Date</u>
Release of RFP	September 17, 2004
Last day to submit written questions	September 24, 2004
Response to written questions	October 1, 2004
RFP Due to CDA by 4:00 P.M.	October 8, 2004
Notice of Intent to Award Grant	October 15, 2004
Grant Award/Protest Deadline	October 22, 2004
Grant period begins	November 15, 2004
Grant period ends	September 30, 2007

E. Standard Conditions of the Grant

1. The grant period shall commence no later than November 15, 2004, in the absence of any valid protest, and after all approvals have been obtained and the Agreement is fully executed. Should the Grantee fail to commence work at the agreed upon time, CDA, upon five (5) working days written notice to the Grantee, may terminate the Agreement. In addition, the Grantee shall be liable to the State for costs incurred by delaying start of the Agreement resulting in CDA having to process an award to the second highest scoring Proposer.
2. Performance of the terms of the Agreement shall be completed on or before the termination date of the Agreement.
3. The State does not accept alternate grant/contract language from a prospective Grantee. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC-304) and the Contractor Certification Clauses (CCC-304) are not negotiable. These documents may be viewed at Internet site www.dgs.ca.gov/contracts.

III. PROPOSAL INSTRUCTIONS

A. General Instructions

1. A proposal should provide straightforward and concise description of the Proposer's ability to satisfy the requirements of this RFP. It must be complete, accurate, and represent the actual commitments of the organization. If selected, the Proposer's response to the RFP will be used by the Department to guide implementation. All administrative, technical and financial requirements stated in this RFP must be addressed and all requested information must be supplied. Material omissions, inaccuracies, or misstatements may be sufficient cause for rejection of a proposal.
2. CDA is seeking specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Supporting information concerning activities that will not be directly funded by the grant, or information that does not directly pertain to an integral part of the grant-funded activity, should be placed in an appendix.
3. Format: To be deemed a responsive proposal, a proposal must comply with the following format instructions:
 - a. The proposal package must be prepared with a cover page stapled in upper left-hand corner.
 - b. The proposals must be submitted on plain white paper, 8.5" by 11", printed on a single side, in Arial or Times New Roman font no smaller than size 10, with margins no smaller than one inch on all four sides.
 - c. The proposal must be double-spaced.
 - d. Pages of the Narrative and Work Plan sections of the response must be numbered in sequence.
4. All materials submitted in response to this RFP will become the property of the State of California. The State has the right to use any or all ideas or concepts presented in any proposal. Selection or rejection of the proposal does not affect this right.
5. A proposal may be rejected if it is conditional or incomplete, or if it contains any material alterations of form or other material

irregularities of any kind. The State may reject any or all proposals and may waive any immaterial deviation in a proposal. The State's waiver of immaterial defect(s) shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the grant.

6. Costs incurred in developing proposals and other costs expended in anticipation of award of the grant are entirely the responsibility of the Proposer and shall not be charged to the State.
7. Proposers are cautioned not to rely on the State during the evaluation to discover and report to the Proposer any defects and errors in the submitted documents. Before submitting their documents, Proposers should review its proposal carefully, correct all errors, and confirm compliance with the RFP requirements.
8. More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered. Reasonable grounds for believing that any Proposer has submitted more than one proposal will cause the rejection of all proposals submitted by that Proposer. If there is reason for believing that collusion exists, none of the participants in such collusion will be considered in this or future procurements.
9. No oral understanding or agreement shall be binding on either party.

B. Submission of the Proposal

1. A proposal must be submitted to CDA by the date and time shown in Section II D., Key Action Dates (page 10) in order to be considered for award.
2. It is the responsibility of the Proposer to ensure that the proposal is received by CDA by the specified time. CDA will not be responsible for any late or incomplete proposals due to mistakes or delays of the Proposer or the carrier used by the Proposer. A postmark is **not** sufficient. Proposals received after 4:00 p.m. on October 8, 2004 will not be evaluated and will be returned to the Proposer.
3. An original proposal marked "ORIGINAL" and six copies must be submitted.
4. All documents contained in the original proposal package must have original signatures when required and must be signed by a

person who is authorized to contractually bind the proposing firm. (See Certification Sheet, Attachment 2)The signature must indicate the title or position that the individual holds in the proposing firm. The additional proposal sets may contain photocopies of the original package.

5. Proposals shall be signed by the Proposer. An unsigned proposal will be rejected. A proposal may be signed by an agent of the Proposer if he or she is an officer of a corporate Proposer authorized to sign contracts on its behalf, a member of a partnership Proposer, or if he or she is properly authorized by power of attorney or equivalent document submitted to the State with the proposal.
6. If the proposal is made under a fictitious name or business title, the actual legal name of the Proposer must be provided.
7. All proposals shall include the documents identified in the Required Attachment Checklist (Attachment 1) Forms supplied with this RFP are not to be altered. Proposals not including all the required attachments shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
8. Proposals may be hand delivered, mailed, or air expressed (e.g., UPS, Express Mail, Federal Express). No facsimile copies will be accepted.

Proposals shall be addressed to:

Don Fingado
RFP#AL04-01
California Department of Aging
1600 K Street
Sacramento, California 95814

9. A Proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
10. A Proposer may withdraw its proposal by submitting a written withdrawal request to the State signed by the Proposer or an agent authorized in accordance with #4 above. A Proposer may thereafter submit a new proposal prior to the proposal submission

deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.

11. Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by CDA.
12. CDA may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.

C. Organization of the Proposal

Proposals should be organized in the order listed below using the instructions provided on subsequent pages to complete each area:

1. **Proposal Cover Sheet**
2. **Table of Contents**
3. **Abstract** (1 page)
4. **Technical Proposal/Project Narrative** (20 page limit plus work plan and budget)
 - a. Problem Statement/Needs to be Addressed
 - b. Community Involvement, Knowledge and Experience with Culturally Diverse Dementia-Affected Populations
 - c. Organizational Capability
 - d. Proposed Interventions
 - e. Outcomes, Evaluation and Dissemination
 - f. Work Plan (Attachment 6)
 - g. Budget and Budget Justification (Attachment 5)
5. Indirect Cost Agreement
6. Proof of Non-Profit Status (Attachment 7)
7. Completed Proposal Package Checklist (Attachment 1)

IV. PROPOSAL EVALUATION PROCESS

A. General Description

The amount of funding for this grant has been established by the federal government's award to California for this demonstration grant. Consequently, the grant will be awarded to the Proposer that submits the proposal that provides the most value for the established dollar amount identified in section I. C. of this RFP. Value is measured by the responses in the Proposer's Technical Proposal.

Proposals will be reviewed for compliance with the Administrative Requirements identified on page 15 of this RFP. Only proposals

meeting the Administrative Requirements will be considered responsive. Only responsive proposals will be eligible to receive an evaluation of their Technical Proposal. Responsive proposals will be submitted to an evaluation committee assembled by CDA/CDHS. Members of the committee will individually evaluate and score the proposals. Points available for each section are indicated in the Technical Proposal section of this RFP. CDA will award the grant to the Proposer that receives the highest score.

B. Administrative Review

Each proposal received at CDA by 4:00 p.m. on October 8, 2004 will be reviewed for compliance with the Administrative Requirements provided in this document. Proposals will be dated and time stamped upon receipt at CDA. Upon opening, each proposal will be checked against the mandatory Administrative Requirements. Proposals that do not comply with these requirements may be considered non-responsive and may be excluded from further review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement will lead to rejection of the proposal prior to Technical Review. **Late, incomplete, or non-compliant proposals will be rejected.** Proposers that do not meet the mandatory Administrative Requirements will not receive any special notification.

Notwithstanding any other provision of this RFP, CDA may waive any immaterial deviation in any proposal from full compliance with the RFP. If deemed necessary, CDA may collect additional documentation (e.g., missing forms, missing data from RFP attachments, missing signatures) from a Proposer to confirm the claims made on the Required Attachment Checklist, and to ensure that the proposal is initially responsive to the RFP requirements.

The following Checklist will be used to evaluate the Administrative Requirements:

ADMINISTRATIVE REQUIREMENTS	YES	NO
Original and 6 copies of proposal submitted by deadline		
Proposal organized according to RFP specifications		
Required Attachment Checklist with all items checked		
Proposal/Proposer Certification Completed, signed with required Attachments		
Table of Contents		
Technical Proposal		
Workplan		
Budget & Budget Justifications		
Letters of Commitment from Key Subcontractors		
Brief Resumes/Curriculum Vitae for Key Project Staff		
Proposals must receive a “yes” for <u>all</u> Administrative Requirements to be considered responsive. Specified elements must be complete, including any supporting documentation. Non-responsive proposals will be screened out at this point and will not be scored.		

C. Technical Review

The Technical Proposal section will be scored on a scale of 0 to 100 points. The maximum point value of each section of the Technical Proposal is as follows:

- Problem Statement and Needs to be Addressed (10 points)
- Community Involvement, Knowledge, and Experience with Culturally Diverse Dementia-Affected Populations (20 points)
- Organizational Capability (20 points)
- Proposed Interventions (15 points)
- Project Outcomes, Evaluation and Dissemination (10 points)
- Work plan (15 points)
- Budget (10 points)

Each evaluator will independently assign a numeric score for each section described in the Technical Proposal, **based upon the quality, thoroughness, adequacy, and the degree to which the Proposer's responses comply with the Evaluation Criteria specified in the Technical Proposal.**

The section scores will be added together for a total score for each proposal. The total scores of all evaluators will be averaged to arrive at the final score for each proposal. Proposals that contain false or misleading statements, or proposals that cannot be supported by references may be rejected.

D. Notice of Intent to Award

CDA shall award the grant after CDA posts a Notice of Intent to Award for five working days. Any protests must be filed within this five working day period. The Notice of Intent to Award will be posted on or about October 15, 2004 in the lobby of CDA, 1600 K Street, Sacramento, California 95814. In addition, at the same time, CDA will mail or fax Proposers a letter of notification or a copy of the Notice of Intent to Award. The successful Proposer shall immediately notify CDA of any developments that have a significant impact on their award-supported activities.

CDA will confirm the grant award to the winning Proposer after the protest deadline if no protests are filed, or following resolution of any protest by the Department of General Services (DGS).

E. Grant Protest

Unsuccessful Proposers have a right to protest the award for specified grounds. Grounds for a protest are limited to assertions that CDA failed to correctly apply the standards for reviewing and evaluating proposals as specified in this RFP.

Proposers must file a protest with DGS and CDA within five working days of the posting of the Notice of Intent to Award. If any Proposer files a protest against the awarding of the grant, the grant shall not be awarded until the protest has been either withdrawn or the DGS has decided the matter.

Within five days after filing the initial protest, the protesting Proposer shall file with DGS and CDA, at the locations noted below, a detailed statement specifying the grounds for the protest. The written protest must include a written statement of protest, RFP number, name of the state agency involved, and the agency contact person. Protests must be filed by October 22, 2004 with:

Department of General Services
Office of Legal Services
707 Third Street, 7th Floor, Suite 7-330
West Sacramento, California 95606

A copy of the written protest must be sent to:

Department of Aging
Contract Services Section
Attention: Don Fingado
1600 K Street
Sacramento, California 95814

In the event that CDA is unable to award the grant to an initial successful agency, CDA reserves the right to award the grant to the Proposer that has earned the next highest score. If the grant is not accepted by the Proposer with the highest score or a grant is awarded to the Proposer with the highest score and is later terminated, CDA may award the grant to (enter into a grant/contract with) the available Proposer having the next highest score in the review process for the remainder of the grant term.

V. TECHNICAL PROPOSAL: REQUIREMENTS AND EVALUATION CRITERIA

Proposers must submit a project narrative, along with the Work Plan and Budget, which will constitute the Technical Proposal. This narrative shall be no longer than 20 pages (excluding the Work plan and Budget). The narrative must be organized in the following categories:

PROBLEM STATEMENT/NEEDS TO BE ADDRESSED		10 points
Requirements	Evaluation Criteria	
Describe in both quantifiable and qualitative terms, the particular needs of Chinese, Korean and Vietnamese older adults, families and caregivers in seeking and obtaining assistance in dealing with AD.	This statement clearly identifies: <ul style="list-style-type: none">• The target populations;• The special needs and characteristics of the target populations;• Key problems/cultural barriers that prevent the target populations from accessing services; and• Barriers these populations may encounter in accessing AD services from mainstream HCB organizations.	
Identify the key problems and cultural barriers that prevent Chinese, Korean and Vietnamese older adults, their families and caregivers that are dealing with AD from accessing needed health, social and legal services.		
Explain how mainstream service		

delivery systems may create barriers in accessing services for this population.	
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KNOWLEDGE, EXPERIENCE, AND COMMUNITY PARTNERSHIPS IN PROVIDING CULTURALLY COMPETENT OUTREACH AND SERVICES 20 points	
Requirements	Evaluation Criteria
<p>Describe your agency's collaborations with various nonprofit, private, and public-sector organizations to increase public education, outreach and access to services for older adults with AD and their families. Describe the outcomes of these efforts.</p> <p>Describe your agency's experience in providing specialized training for health and social service professionals on culturally competent dementia care.</p> <p>Describe your agency's advocacy efforts and community/regional planning to increase access to services for culturally diverse populations.</p> <p>Describe your organization's involvement in creating successful programs that have increased access to community-based health and social services for Chinese, Korean and Vietnamese older adults and their families. Identify specific activities or practices undertaken.</p> <p>Describe how these past activities affect your current ability to serve Chinese, Korean and Vietnamese older adults and their families that are dealing with AD.</p>	<p>The response clearly demonstrates the proposer's involvement and role in each of the following areas (Your agency's role should be clearly presented and quantifiable outcomes noted):</p> <ul style="list-style-type: none"> • Developing collaborative regional strategies with non-profit, private, and public sector partners to increase public education, outreach and access to services for older adults with AD and their families. • Providing specialized training for local health and social service agencies on cultural competency in providing AD services to Chinese, Korean and Vietnamese families; • Conducting outreach to diverse constituents, particularly Chinese, Korean and Vietnamese communities, that has increased their access health and social services. <p>The proposer has clearly described previous working relationships with key partners included in the Work Plan and specified in quantifiable terms the outcomes of relevant collaborations.</p>

ORGANIZATIONAL CAPACITY 20 points	
Requirements	Evaluation Criteria
<u>Program Management</u>	<u>Program Management</u>

<p>Clearly delineate the roles and responsibilities of project staff, consultants and other partner organizations, and explain how they will contribute to the project's objectives and outcomes.</p> <p>Specify who will have day-to-day responsibility for key tasks such as: project leadership; monitoring ongoing progress; assuring that key tasks and measurable outcomes are being achieved; preparing reports; and leading communications with Northern and Southern California partners and CDA.</p> <p>Describe how the proposed collaborations are adequate for reaching the target populations.</p> <p>Describe strategies that will be used to monitor and track the progress of the project's tasks to achieve the stated goals and objectives.</p> <p><u>Organizational Capability Statement</u></p> <p>Describe your organizational structure, the nature and scope of your work and your capacity to implement this project.</p> <p>Describe your organization's fiscal ability to meet all administrative and financial obligations of the grant while awaiting reimbursement from the State.</p> <p>Identify resources your organization will draw on to meet the minimum required federal match, which increases substantially each year. Identify any sub-contractual organizations you have included in this proposal and describe their roles and responsibilities and key contact persons within those organizations.</p>	<p>Response clearly defines roles and contributions of staff, consultants, and collaborative organizations and logically links them to specific objectives and tasks.</p> <p>Proposed Project Director, key staff, and consultants have the background, experience and other qualifications required to carry out their designated roles.</p> <p>Project Director's involvement is sufficient to provide oversight of the proposed grant activities.</p> <p><u>Organizational Capability Statement</u></p> <p>Proposer demonstrates both capacity and experience in administering grants or other programs that involve developing and managing at least two separate geographic support networks; monitoring subcontractors' performance; resolving unanticipated delays or setbacks; and in preparing grant reports on behalf of the state.</p> <p>Proposer demonstrates adequate financial resources to meet all administrative and financial obligations while awaiting reimbursement from the State and the ability to provide the required federal match.</p> <p>Response clearly identifies work to be</p>
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<p>Discuss the capacity of those organizations to perform these activities if not already discussed earlier.</p> <p><u>Resumes/Curriculum Vitae for Key Project Personnel</u></p> <p>Include a brief description (two or three paragraphs) of key project personnel identifying specific relevant skills/ experience they would bring to the project.</p> <p><u>Letters of Commitment from Essential Collaborators (Not to Exceed Four Letters)</u></p> <p><i>(These letters will not be counted in the 20-page limit for the Technical Proposal/Project Narrative).</i></p> <p>Include Letters confirming the commitments to the project from <u>key</u> collaborating organizations/agencies.</p> <p>Any organization that is specifically named in this proposal to have a significant role in carrying out the project should be considered an</p>	<p>performed by subcontractors and the subcontractor's capacity to perform these functions.</p> <p><u>Resumes/Curriculum Vitae for Key Project Personnel</u></p> <p>The response documents that the key staff have expertise and strong previous experience in:</p> <ul style="list-style-type: none"> • Conducting efforts to increase access to education and services for older adults and family caregivers; • Providing education, outreach and supportive services to persons with AD and their family caregivers; • Providing culturally competent services; • Working successfully with ethnically and culturally diverse community organizations; • Managing state and federal grants; and • Overseeing projects that include multiple locations and subcontractors. <p><u>Letters of Commitment from Essential Collaborators (Not to Exceed Four Letters)</u></p> <p>These letters indicate that the key partnering organizations understand and support the goals and objectives of the proposal, have an effective working relationship with the proposer, and, if funded, are committed to the activities described within the proposal.</p>
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essential collaborator.	
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PROPOSED INTERVENTIONS AND SUSTAINABILITY		15 points
Requirements	Evaluation Criteria	
<p><u>Proposed Interventions</u></p> <p>Describe your proposed intervention(s) to address the issues identified in the Problem/Needs Statement. Specify which activities will be provided by sub-contractors.</p> <p>Discuss how the proposed interventions build upon the most relevant research and knowledge, including the strategies associated with the <i>EI Portal</i> model. Describe how evidence-based research, particularly findings from the NIA REACH grants, were used to inform the proposed project design and interventions.</p> <p>Describe your plans to collaborate with other partners, including aging network agencies (state and area agencies on aging and providers), health care staff, community organizations, and any other groups that work directly with persons with AD and other appropriate entities.</p> <p>Describe the composition and role of any strategic partnerships that will be involved in the interventions, including other organizations, funding sources, and/or consumer groups. Provide a short description of the nature of their effort or contribution.</p> <p>Identify any major barriers you anticipate encountering and describe how you plan to overcome these barriers.</p>	<p><u>Proposed Interventions</u></p> <p>This statement logically connects the proposed interventions with the project goals and objectives.</p> <p>The response provides a clear rationale for the proposed interventions and overall project design tied to relevant research findings, including the <i>EI Portal</i> and NIA REACH projects.</p> <p>The statement proposes a reasonable collaboration through partnerships with organizations that work directly with persons with AD and their families.</p> <p>The response identifies significant partnerships to be involved in the interventions, including other organizations, funding sources and consumer groups.</p> <p>The response clearly identifies how these selected interventions are responsive to the cultural needs of Chinese, Vietnamese and Korean older adults and their family caregivers in dealing with AD.</p> <p>The response identifies credible potential barriers and provides realistic strategies for overcoming these possible setbacks.</p>	

<p><u>Sustainability</u> Describe your plans for ensuring the long-term sustainability of the program when grant funding ends.</p>	<p><u>Sustainability</u> This statement provides a credible plan for assuring that collaborations and services created through this grant will be continued after the grant ends.</p>
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PROJECT OUTCOMES, EVALUATION AND DISSEMINATION		10 points
Requirements	Evaluation Criteria	
<p><u>Outcomes</u></p> <p>Identify the measurable outcome(s) that will result from this project. Examples of outcomes may include a measurable increase in community awareness of Alzheimer's services, a measurable increase in persons receiving services, etc. (CDA will not fund any project that does not include measurable outcomes.)</p> <p><i>NOTE: Keep the focus of this section on describing <u>what</u> outcome(s) will be produced by the project. You should use the Evaluation Section below to describe how the outcomes will be measured and reported.</i></p> <p><u>Evaluation</u></p> <p>Describe the methods, techniques and tools that will be used to:</p> <ul style="list-style-type: none"> • Determine whether the proposed interventions achieved the anticipated outcomes; and • Document the "Lessons Learned," both positive and negative, from the project that will be useful to the State and other groups interested in replicating the intervention, if it proves successful. <p><u>Dissemination</u></p> <p>Describe the method that will be used to disseminate the project's results and findings in a timely manner, and in</p>	<p><u>Outcomes</u></p> <p>The response provides realistic and measurable project outcomes that are consistent with project objectives.</p> <p><u>Evaluation</u></p> <p>The evaluation approach presented includes methods, techniques and strategies that will effectively measure whether the grant interventions achieved the proposed outcomes and documents the essential learning achieved in implementing the grant.</p> <p><u>Dissemination</u></p> <p>The response includes a detailed dissemination plan that will increase awareness of project's initial outcomes and findings throughout the grant</p>	

easy to understand formats.	period and disseminate the final grant evaluation. Dissemination strategies target formats that would attract parties potentially interested in replication if these interventions prove successful.
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WORK PLAN (Not to Exceed 8 Pages)		15 points
Requirements	Evaluation Criteria	
<p>Develop a Work Plan that reflects and is consistent with the other elements of the proposed Project Narrative and the Budget section.</p> <p>The Work Plan should list the major objectives, the key tasks or action steps, the measurable outcomes and timeframes involved (including start and end dates), and the lead person(s) responsible for that task.</p> <p>The Work Plan must be submitted using the format provided in Attachment 6.</p> <p>Particular attention should be given to providing a detailed timeline for the accomplishment of task and objectives; and to the logical and realistic sequence and timing of events.</p>	<p>The Work Plan clearly describes the key activities of the specific goals and objectives to be achieved.</p> <p>The key activities must lead to an achievable and realistic proposed Work Plan that is responsive the Problem and Identified Needs Statement in the Project Narrative.</p> <p>The Work Plan contains sufficient detail to provide an understanding of the entire project's intended outcomes. Activities to be performed by subcontractors are included and identified as such; and</p> <p>The response provides a clear plan for the delivery of direct services to targeted older adults with AD and their families.</p>	

BUDGET AND BUDGET JUSTIFICATION		10 points
Requirements	Evaluation Criteria	
<p><u>Budget Justification</u></p> <p>Explain how the proposed budget will be used to achieve the stated Work Plan.</p> <p><u>Budget</u> Prepare a budget for each year (year 3 includes July 1, 2007 through September 30, 2007) using the budget format and instructions included in Attachment 5. Include all costs associated with the successful completion of the proposed Work Plan.</p> <p>The proposed budget must include a description of how the required federal match will be met.</p> <p>Any out of state travel must be stipulated in the application.</p>	<p><u>Budget Justification</u></p> <p>Budget and resources are clearly justified and supported by key activities. Costs, including salaries, rent, travel and equipment are reasonable based upon expenditures for similar contracts in the geographic area. Costs are consistent with state allowable rates.</p> <p><u>Budget</u> The submitted budget is consistent with, and tied to, the Work Plan objectives and key tasks.</p> <p>At least 50% of the total grant is allocated to direct services.</p> <p>The budget indicates the amount and source of the federally required in-kind match. Any out-of-state travel is clearly identified.</p> <p>Administrative costs do not exceed 10% of the total grant.</p>	

VI. BUDGET JUSTIFICATION INSTRUCTIONS

A. Separate Budget Justification Requirement

You must submit a separate justification as part of your application. **A blank SAMPLE format (and one with examples) has been included in the attachments for your use in developing and presenting your Budget Justification.** In your budget justification, you should include a breakdown of the budget which shows the costs for all of the object class categories, across three columns: federal; non-federal cash; and non-federal in-kind. The justification should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Third party in-kind contributions and program income designated as non-federal match contributions should be clearly identified and justified separately from the justification for the budget line items.

B. Special Requirements of the Alzheimer's Demonstration Program

The statute governing the ADDGS program requires that at least 50% of the total grant must be spent on the provision of direct services to persons with Alzheimer's disease and their families. Those services which are listed as "direct services" in the program's statute are:

"home health care, personal care, [adult] day care, companion services, short-term care in health facilities, and other respite care to individuals with Alzheimer's disease or related disorders that are living in single family homes or congregate settings."

The selected Proposer will be required to spend no more than 10% on administrative costs. For more guidance, please see the definition of administrative costs in the section below.

Proposals cannot be funded if they do not meet the minimum 50% in provision of direct service and if they exceed the 10% administrative costs requirements.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to this AOA Alzheimer's demonstration grant funds you are seeking in your proposal. Non-Federal resources are all other Federal and non-Federal resources. The budget justification should be a narrative. Please use the Budget format contained in Attachment 5.

PERSONNEL

Description: Enter total costs of salaries and wages of proposer/grantee staff. Do not include the costs of consultants; consultant costs should be included under "Subcontractor."

Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and the percent of their time commitments to the project in the budget justification.

FRINGE BENEFITS

Description: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

Definition of Administrative Costs for the Alzheimer's Program

For the purpose of this program only, administrative functions are those that are necessary but adjunct to the work being conducted to achieve of the project goals and work plan objectives.

For Example: If the project has goals and activities related to systems change, and one of the strategies in the work plan to achieve system change is to establish a committee of various community and public stakeholders that collaborate in a variety of ways to create, maintain, and support system change, then the staff time necessary to coordinate, staff, and manage that committee, including related supply and travel expenses for committee members, would **not** be an administrative function.

However, the project director's behind the scenes work, such as shepherding a contract through the state procurement process, personnel management functions, etc., **would** be considered administrative costs. While these functions are necessary to achieve the overall project goals, they are adjunct to the specific activities being conducted as part of the work plan, thus they are considered an administrative expense.

Keep in mind **that no more than 10% of the overall project can be spent on administrative costs.**

TRAVEL

Description: Enter total costs of out-of-town (travel requiring a per diem) for staff of the project. Do not enter costs for consultant's travel, this should be included in the "subcontractor" line item.

Justification: Include the total number of trips, destinations, purpose, length of stay, subsistence allowances and transportation costs (including mileage rates). Rates of reimbursement for necessary traveling expenses and per diem shall be set in accordance with the rates of the Department of Personnel Administration for comparable classes. See attached rates.

EQUIPMENT

Description: "Equipment" is a non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Enter the total costs of all equipment to be acquired by the project. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line item.

Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions; the equipment, or a reasonable facsimile, must not otherwise be available to the proposer or its sub-grantees. The justification must also contain plans for the use or disposal of the equipment after the project ends.

SUPPLIES

Description: Costs of all tangible, expendable personal property (supplies).

Justification: Provide general descriptions of types of items included.

SUB-CONTRACTOR

Description: Enter the total costs of all contracts. Also include any contracts with organizations for the provision of technical assistance.

Justification: Attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount.

OTHER

Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits); non-contractual fees and travel paid directly individual consultants; local transportation call travel which does not require per diem is considered local travel); postage; space (specify the unit rate, such as the rate per square foot) and equipment rentals/lease; printing and publication; computer use; training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Justification: Provide a reasonable explanation for items in this category. For individual consultants, explain the nature of services provided and the relation to activities in the work plan. Describe the types of activities for staff development costs.

TOTAL

Enter the total amounts of all direct and indirect categories.

NON-FEDERAL RESOURCES

There are three types of match: 1.) non-federal cash; 2.) non-federal non-cash (i.e., in-kind); and program income. In general, costs borne by the proposer and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered cash matching funds. Generally, most contributions from third parties will be non-cash (i.e., in-kind) matching funds. Examples of non-cash (in-kind) match include: volunteered time and use of facilities to hold meetings or conduct project activities.

NON-FEDERAL RESOURCES - CASH

Description: Enter the amounts of non-Federal resources that will be used in carrying out the proposed project, by source (Proposer; State; Other). Do not include program income unless it is used to meet the match requirement.

Justification: The firm commitment of these resources must be documented and submitted with the proposal in order to be given credit in the review process.

AOA's Alzheimer's Program Match Requirement

Under this program AOA does not make grant awards for the entire project cost. During the first year of this grant, successful applicants must, at a minimum, contribute one (1) dollar, secured from non-federal sources, for every three (3) dollars received in federal funding. The non-federal share must equal at least 25% of the total project cost in the first year, 35% in the second year, and 45% in the third year.

For example, if your request for federal funds is \$255,000, then the required minimum match or cost sharing is \$85,000 for year 1. The total project cost is \$340,000, of which your 25% share is \$85,000.

The formula for calculating required match is:

$$\begin{array}{l} \text{Federal Funds requested (i.e., \$255,000)} \\ \times \text{Applicant Match Rate (i.e., 25\%)} \\ \hline \text{Federal Match Rate (i.e., 75\%)} \end{array} = \text{Required Project Match}$$

A common error made is to simply divide the federal amount by the match rate, so be sure to use the formula above to calculate your match requirement.

If the required non-federal share is not met by a funded project, CDA will disallow any unmatched federal dollars. **The non-federal share may be in the form of: cash from non-Federal sources, grantee-incurred direct or indirect costs, third-party in-kind contributions, or project-related income. Costs borne by the grantee and any third parties involved in the project, such as sub-grantees, contractors and consultants, can be considered in calculating the required match. In-kind contributions include volunteered time and use of facilities to hold meetings or conduct project activities. Project-related income is income derived from project activities such as participant fees and the sale of publications. Only program income that is to be used as part of the required match should be included.**

VII. SAMPLE AGREEMENT – See Addendum 1

REQUIRED ATTACHMENT CHECKLIST (Attachment 1)

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments (including the checklist) must be returned.

<u>Attachment</u>	<u>Attachment Name/Description</u>
____ Attachment 1	Required Attachment Check List (Attachment 1 of this Proposal)
____ Attachment 2	Proposal/Proposer Certification Sheet (Attachment 2 of this Proposal)
____ Attachment 3	Table of Contents
____ Attachment 4	Technical Proposal
____ Attachment 5	Budget and Budget Justifications for FY 2004/05; FY 2005/06; FY 2006/07, (includes FY 2007/08). (Attachment 5 of this Proposal)
____ Attachment 6	Work Plan (Attachment 6 of this Proposal)
____ Attachment 7	Proof of Non-Profit Status (Certification from the State of California, Office of the Secretary of State or Letter from the Department of the Treasury)
____ Attachment 8	Letters of Commitment from Key Subcontractors
____ Attachment 9	Brief Resumes/Curriculum Vitae for Key Project Staff

ATTACHMENT 2

PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures.

- A. All required attachments are included with this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

An Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization type: 4. <input type="checkbox"/> Sole Proprietorship 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation		
Indicate the applicable employee and/or corporation number: 7. Federal Employee ID No. 8. California Corporation No.		
9. Indicate applicable license and/or certification information:		
10. Proposer's Name (Print)		11. Title
12. Signature		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as: a. California Small Business b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification If yes, enter your service code below: number: _____ _____		
NOTE: A copy of your Certification is required to be included if either of the above items Date application was submitted to OSBCR, if an application is		

Page 2 of Attachment 2

Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

Item Number s	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

Attachment 5—Budget Justification: Year 1
 November 15, 2004 – June 30, 2005

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Total Personnel					
Fringe Benefits					
Travel					

Attachment 5—Budget Justification: Year 1
 November 15, 2004 – June 30, 2005 (Page 2)

Supplies					
Sub-Contractor					
Other					
<u>TOTAL</u>					

Attachment 5—Budget Justification: Year 2
 July 1, 2005 – June 30, 2006

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Total Personnel					
Fringe Benefits					
Travel					

Attachment 5—Budget Justification: Year 2
 July 1, 2005 – June 30, 2006 (Page 2)

Supplies					
Sub-Contractor					
Other					
<u>TOTAL</u>					

Attachment 5—Budget Justification: Year 3
 July 1, 2006 – September 30, 2007

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Total Personnel					
Fringe Benefits					
Travel					

Attachment 5—Budget Justification: Year 3
 July 1, 2006 – September 30, 2007(Page 2)

Supplies					
Sub-Contractor					
Other					
<u>TOTAL</u>					

Attachment 5—Budget Justification: Total--Year 1, 2, and 3
 November 15, 2004 – September 30, 2007

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Total Personnel					
Fringe Benefits					
Travel					

Attachment 5—Budget Justification: Total--Year 1,2, and 3
 November 15, 2004 – September 30, 2007 (Page 2)

Supplies					
Sub-Contractor					
Other					
<u>TOTAL</u>					

Attachment 5—SAMPLE BUDGET

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$40,000		\$5,000	\$45,000	Project Supervisor (name) = .3 FTE @ \$50,000/yr = \$50,000 Project Director (name) = 1 FTE @ \$30,000/yr = \$30,000
Fringe Benefits	\$12,600	0	0	\$12,600	Fringes on Supervisor and Director @28% of salary. FICA (7.65%) = \$ 3,442 Health (12%) = \$ 5,400 Dental (5%) = \$ 2,250 Life (2%) = \$ 900 Workers Comp Insurance (.75%) = \$ 338 Unemployment Insurance (.6%) = \$ 270
Travel	\$3,000	0	\$967	\$3,967	Travel to Annual Grantee Meeting: Airfare: 1RT x 2 people x \$750/RT = \$1,500 Lodging: 3 nights x 2 people x \$100/night = \$600 Per Diem: 4 days x 2 people x \$40/day = \$320 Out-of-Town Project Site Visits: Car Mileage: 3 trips x 2 people x 350 miles/trip x \$.365/mile = \$767 Lodging: 3 trips x 2 people x 1 night/trip x \$50/night = \$300 Per Diem: 3 trips x 2 people x 2 days/trip x \$40/day = \$480

ATTACHMENT 5—SAMPLE BUDGET

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Equipment	0	0	0	0	No Equipment requested.
Supplies	\$1,500		\$2,000	\$3,500	Laptop computer for use in clients intakes = \$1,340 Consumable supplies (paper, pens, etc.) \$100/mo x 12 months = \$1,200 Copying \$80/mo x 12 months \$960
Contractual	\$200,000	\$50,000	0	\$250,000	Contracts to A, B, C, direct service providers (name providers) Adult day care contractor = \$75,000 Respite care contractor in home = \$75,000 Respite care contractor – NF = \$50,000 Personal care/companion provider = \$50,000 See detailed budget justification for each provider (and then provide it!)
Other	\$10,000	\$8,000	\$19,800	\$37,000	Local conference registration fee (name conference) = \$ 200 Printing brochures (50,000 @ \$.05 ea) = \$ 2,500 Video production = \$19,800 Video reproduction = \$ 3,500 NF Respite Training Manual reproduction \$3/manual x 2000 manuals = \$ 6,000 Postage \$150/mo x 12 months = \$ 1,800 Caregiver Forum meeting room rentals

					\$200/day x 12 months = \$ 2,400 Respite Training Scholarships = \$ 1,600
Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
<u>TOTAL</u>	\$265,700	\$60,800	\$27,767	\$354,267	

**75% of
Total
Cost

(Federal**

**25% of Total Cost
(Required Match)**

Attachment 6--Work Plan

PROPOSAL WORK PLAN

Project Name:

Project Manager:

#	Major Objectives	Key Tasks	A. Measurable Outcome(s) B. Date to be Completed	Lead Person(s)